



New Jersey Department of Education

James E. McGreevey, Governor
William L. Librera, Commissioner



Getting ready

for the new
Web-accessible system...

**“Knowledge is not
achieved until it
is shared.”**

— Unknown

The project team has been busy as it moves forward with the development of the Individuals with Disabilities Act (IDEA) and No Child Left Behind (NCLB) grants management Web application, the EWEG system. The project team, composed of representatives of the NJDOE and The Innovation Group/MTW, is very pleased with the progress of the project. As we transition to the next phase of the project, we will be developing training materials and creating online help resources, holding training sessions and defining offline support resources.

A major component of successfully integrating the EWEG system into our daily workflow depends on accurately developing the resources and educating users to effectively use the resources and the EWEG system. I encourage everyone to actively participate in upcoming training sessions and, as always, communicate needs as we near the launch date.

In this issue of EWEG News, learn how we are developing online help and support resources, as well as our plans for

upcoming training sessions. If you have any questions or concerns as we continue with the project, I encourage you to contact me by e-mail or phone.

— **Anne Corwell,**
Director, Office of Grants Management



CHECKpoints

Double Duty Training

Before launching the EWEG system June 2, the NJDOE and TiG/MTW will coordinate two types of training.

The first type of training, train-the-trainer, will focus on helping agency personnel to learn the functionality of the system. This will enable the agency personnel to not only learn their roles in using the system, but will provide them with knowledge of how districts will use the EWEG system. Following the train-the-trainer sessions, the agency personnel will train district personnel to effectively use the EWEG system.

The second type of training, grant administration training, will focus on ensuring NJDOE EWEG administrative staff is proficient in using the administrative functions of the EWEG system. This will include hands-on training for staff of the Office of Grants Management and county administrators about how to use the EWEG system to review and approve submitted applications. Using the EWEG system will be significantly different from the paper-filing process by automating many of the labor-intensive tasks of grants management.

Train-the-trainer sessions will begin in early June and grant administration training will begin in July.

Help Is Just a Click Away

One of the benefits of a Web-based application is that help is just a click away. The EWEG system will have several different methods for accessing online help. These different methods will make learning and using the system easy and quick.

A “help” link will appear in the upper right-hand corner of most pages in the application. By selecting this link, a window filled with information will appear.

A table of contents in this window will help users navigate through the information. Another form of help will appear on selected pages. This help tool is called context-specific help and will appear as blue underlined words that, when selected, will directly link the user to an area of help that will define or explain the information. The help section will even provide instructions on how users can get additional system and/or grant support for information that is not addressed in the help section. Finally, the system provides error messaging that will give users instructions on how to fix an entry or how to avoid a problem later in the application. The project team is working with program managers to define the content for each of these online help tools, so each type of help will meet the exact needs of each program.

What Do I Do Now?

Sometimes, even after comprehensive training and access to online help resources, there are times when you need a bit of extra help. You need to talk to someone.

With the launch of the EWEG system, a multi-tier line of support will be available to districts using the EWEG system. By clicking on the Help link within the EWEG system, users will find contact information for the grant/program specialist dedicated to each particular grant. NJDOE's grant/program specialists will be available by phone to serve as the first point of contact for grant and EWEG system questions. This assistance will provide many of the same services now being handled when districts complete paper grant forms. In addition, the grant/program specialists will be able to address some EWEG-specific questions.

If the grant/program specialist cannot adequately address the question, he/she will escalate the problem through levels of support within NJDOE. If the problem is related to the EWEG system and cannot be resolved internally, our partner, TiG/MTW, will work with NJDOE staff to address the situation.

Grant/program specialists and TiG/MTW will track support requests, enabling the team to effectively evaluate changes and enhancements to the system or to the grants management process.

STATUSupdate



TRACKINGprogress

The Week of March 1 – March 15

The project team completed analysis sessions with representatives from each of the NCLB title programs to determine how to best customize the system to enhance the NJDOE's application process. From these analysis sessions, TiG/MTW developed user specifications. Each user specification included a screen mockup, a description of how the screen will work (and the logic supporting it), and a detailed explanation of how the data on the screen is captured, stored and displayed.

The Week of March 16 – March 31

TiG/MTW continued to draft IDEA and NCLB user specifications. The project team worked together to make refinements to the specifications. By the end of the month, TiG/MTW delivered all the IDEA specifications to the Office of Grants Management/NJDOE for final acceptance.

The Week of April 1 – April 15

During early April, the TiG/MTW team was in New Jersey to discuss with NJDOE issues revolving around system security, notification, payments, and federal expenditure reporting. Discussions

included differentiating the level of access among users, identifying the type and content of system-generated e-mails, as well as determining how the EWEG system will interact with the existing accounting system and how the system will track cash flow of individual programs. The project team finalized all IDEA user specifications allowing developers to begin coding (customization) of the specific Web pages that will be a part of the EWEG system. Development also continued with TiG/MTW working with NJDOE representatives to create a help template that will be used to define online help. (see "Help Is Just a Click Away")



LOOKINGahead

Unit and Integration Testing – Quality from the Start

During this April and May, we will be developing the actual EWEG system to meet the user specifications the project team defined over the last couple of months. This is a massive development effort that includes multiple developers designing individual portions of the Web application. As a developer completes each Web page, it is necessary to run a unit test on the individual page to ensure that the page functions properly. The developer checks whether the buttons on the page work properly, whether the user can enter information into entry fields, as well as assessing whether the page meets the details in the approved user specification. Web applications have multiple pages that interact and depend on each other for the program to function properly. Integration testing is taking two or more Web pages and testing whether the pages function correctly when the pages are connected. "Unit and Integration testing is ongoing throughout the development process and helps ensure that we deliver quality to our end users," said Eric Lindenberg, TiG/MTW Project Manager.

User-acceptance Testing

User-acceptance testing is the final phase of the development process for a Web-based application. After developers create and test each page (and groups of pages), they integrate all the pages to develop the final EWEG application. The EWEG system is moved to a Web-accessible test environment that staff from the Office of Grants Management and appropriate program offices, as well as representatives from the county level, will use to view and test the application. Testers will use test scripts to review each page and/or groups of pages. Test scripts give the user directions to test the functionality of the page. If users identify problems or receive unexpected errors, they will record the error and the steps to reproduce the error. Then, NJDOE and TiG/MTW will work together to analyze and resolve the problem. User-acceptance testing is also an ongoing process as new pages are added to the application. Even after the June 2 launch of the final EWEG system, user-acceptance testing will continue in a separate testing mode. This will give the project team the ability to introduce and test new pages without jeopardizing the access and quality of the live application.

MEMORY BYTES: Did you know that...

...the public, Legislature and school board will have read-only access to the EWEG system?

...the EWEG system has automatic e-mail messaging that will generate notification messages as the grant application is processed?

...the EWEG system will be accessible 24/7 during a grant's application period?

Thank you for your continued interest in NJDOE's EWEG System.

If you'd rather not receive the EWEG newsletter, send an e-mail to admin@eweg.system and type 'no thanks' in the Subject Line.

EWEG News is published by the New Jersey Department of Education

Gloria Hancock, Chief of Staff

Anne Corwell, Director, Office of Grants Management